

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
JANUARY 07, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on January 07, 2002, at 1:00 p.m. Eastern Standard Time (EST). Dr. Fredric Siegelman of the U.S. Environmental Protection Agency (USEPA), Chairman, led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the comments from the NELAC-7i Conference as well as to discuss the next steps towards NELAC-8.*

**INTRODUCTION**

Dr. Siegelman welcomed the committee back from the holidays. He reported that the 2002 Teleconference Schedule has been finalized. As soon as he verifies the schedule, Dr. Siegelman will distribute it to the Quality Systems committee and to the Chairs for the Quality Systems subcommittees.

**TOPICS OF DISCUSSION**

***Quality Systems Committee Comments received and issues List***

The committee keeps a chronological list of comments received and issues that require discussion. A copy of this list is provided as Attachment C. This List is updated by Dr. Siegelman to include both comments received and the major issues from the NELAC-7i Conference such as Terms & Definitions and Measurements Uncertainty. Comments and issues are assigned to a Quality Systems committee member who serves as the lead for that item.

The following items were discussed at this teleconference:

#12 - Reopen This was not resolved at NELAC 7i. Ms. Marty Casstevens to draft language and review with Ms. Betty Boros-Russo.

#19 - Dr. Siegelman has received the draft response from Mr. Charles Hooper and will distribute to the Quality Systems committee for review and approval. Once approved, the response will be forwarded to the comment submitter by Dr. Siegelman.

#21 - Proposed text will be written for placement in the ISO17025 based standard document. Mr. Bob DiRienzo will work with Mr. Art Burton, who originally submitted this text on behalf of ACIL, on this draft text.

#22 - The comments had been passed to the PBMS subcommittee. Dr. Siegelman will contact Mr. Siders for status.

#23 - Mr. Richard Burrows has updated his comments since NELAC-7i. Dr. Siegelman will forward them to the ISO 17025 subcommittee for review and follow-up.

#24 - Dr. Siegelman will send these comments to the PBMS subcommittee for follow-up.

#25 - Comment will be sent to the PBMS subcommittee for review and follow-up.

#26 - Comment sent to the ISO 17025 subcommittee for follow-up.

#27 - Mr. David Mendenhall will draft a response to this comment.

#28 - Improved language was proposed during the NELAC-7i open session and the committee will discuss this language.

#29 - Comment sent to the PBMS subcommittee.

#30 - Mr. Jeffrey Nielsen will review and draft proposed text..

#31 - Ms. Boros-Russo to review and follow-up on this and comment 33.

#32 - Unsigned comment that was a valuable suggestion on voting at NELAC 8. No response required. Complete.

#33 - Ms. Boros-Russo to review and follow-up on this and comment 31.

#34 - Dr. Siegelman will prepare and send draft language to Mr. George Kulasingham and Mr. Michael Beard for review and then send to the Accreditation Process committee.

### ***ISO 17025 Document***

Dr. Siegelman reported that Mr. Charlie Dyer raised concerns about the impact of the ISO document on small labs.

Mr. Kulasingham and Mr. Mendenhall will be attending the upcoming Accrediting Authorities' (AA) meeting and it was suggested that they advise the AAs of the concerns of the Quality Systems committee.

Mr. Gary Johnson of EPA's Quality Staff has offered to bring NELAC concerns such as the small laboratory issue to the ISO and ANSI groups he participates in.

Dr. Siegelman indicated that he had drafted questions to the AAs concerning Measurement Uncertainty. Mr. Di Rienzo reviewed them. The questions went to Ms. Jeanne Hankins for distribution to the AAs for response.

### **Document Terms and Definitions**

A list of terms and definitions were received by Dr. Siegelman from Mr. Peter De Lisle and Ms. Boros-Russo. A list from Ms. Marlene Moore is also expected. A table of terms, indicating the problem and where it appears in the Standard or ISO 17025 based draft document will be drafted

by Ms. Nicole Weymouth for review by the committee. Ms Boros-Russo, Ms Moore and Ms Weymouth will work as a group on the terms and definitions issue.

#### **NEXT STEPS**

Dr Siegelman requested that the committee members provide draft text by January 28, 2002 for those comments and issues for which they were the lead committee member so that these could be discussed at the next teleconference call.

#### **NEXT MEETING**

The next teleconference is scheduled for Monday, February 4, 2002, at 1:00 p.m., EST.

#### **ADJOURNMENT**

There being no further business, Dr. Siegelman adjourned the meeting.

**ACTION ITEMS  
QUALITY SYSTEMS COMMITTEE MEETING  
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<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Update Cross-Reference table (Dyers)	01/28/02
2	Microbiology implementation draft language to Boros-Russo (Casstevens)	01/28/02
3	Request Measurements Uncertainty language interpretation from AAs through Jeanne Hankins (Siegelman)	Complete
4	Refer Asbestos issue to Accreditation Process Committee; draft text to Mike Beard and George Kulasingham (Siegelman)	01/28/02
5	Schedule Quality Systems 2002 teleconferences and notify committee of dates (Siegelman)	ASAP

**PARTICIPANTS**  
**QUALITY SYSTEMS COMMITTEE MEETING**  
**JANUARY 07, 2002**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Siegelman, Fred Chairperson	USEPA/OEI	T: (202) 564-5173 F: (202) 565-2441 E: Siegelman.Frederic@epamail.epa.gov
Boros-Russo, Betty Jane	NJ DEP, Lab. Certification, Office of QA	T: (609) 292-3950 F: (609) 777-1774 E: bboros@dep.state.nj.us
Casstevens, Marty	Froehling and Robertson	T: (804) 265-2701 F: (804) 265-0782 E: mcasstevens@fandr.com
De Lisle, Peter (absent)	Coastal Bioanalysts, Inc.	T: (804) 695-8285 F: (804) 695-1129 E: pdelisle@coastalbio.com
Di Rienzo, Bob	DataChem Laboratories	T: (801) 266-7700 F: (801) 268-9992 E: dirienzo@datachem.com
Glowacki, Clifford	Technicon, LLC	T: (916) 929-8001 F: (916) 929-8020 E: cglowacki@techniconllc.com
Hooper, Charles (absent)	USEPA/Region 4	T: (706) 355-8838 F: (706) 355-8803 E: Hooper.Charles@epa.gov
Kulasingham, George	CA State, Dept. of Health Services – ELAP	T: (510) 540-2800 F: (510) 849-5106 E: gkulasin@dhs.ca.gov
Mendenhall, David	Utah Department of Health	T: (801) 584-8470 F: (801) 584-8501 E: dmendenh@doh.state.ut.us
Nielsen, Jeffrey	City of Tallahassee, Water	T: (850) 891-1232 F: (850) 891-1062 E: nielsenj@mail.ci.tlh.fl.us
Labie, Silky (Board of Directors Liaison)	FL Dept of Envir. Protection	T: (850) 488-2796 F: (850) 922-4614 E: silky.labie@dep.state.fl.us
Brediger, Arlyn (Contractor Support)	Anteon Corporation-LVTC	T: (702) 731-4233 F: (702) 731-4027 E: abrediger@anteon.com

**LIST OF COMMENTS  
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1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration is done.
18. Question from On-Site committee.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC and other Asbestos Accrediting Authorities.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
24. Comments on PBMS draft.
25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
27. Quality Manual Detail.
28. Language change to proposed one standard calibration text.
29. Language change to proposed PBMS text.
30. Editorial changes to 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Sanitizing Funnels.

36. Terms and Definitions.
37. Uncertainty.
38. Small Labs.
39. Cross reference NELAC 2000 and 17025.
40. Client Notification.
41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
42. PQL/RL EPA guidance and NELAC standard relationship.
43. Change to subcontracting text in proposed ISO 17025 Draft.